

[illegible]

Figure 2-22. Sample of a DA Form 5978

Legend for Figure 2-22;

Completion instructions for DA Form 5978

This form is used by the responsible/accountable officer to track the location of the Authorization Card, DA Form 5977. The form is completed as follows:

Enter the serial number from the Authorization Card in the card serial number column.

Place an "X" in the block which corresponds to the facility entered on the back of the Authorization Card. Space is available to write in location titles if required.

HOLDER: Enter the name of the person who holds the card and have them sign their name, (ink entry), to acknowledge receipt of the card.

Chapter 3

Disposition of Property

Section I

Turn-in Procedures

3-1. When property is turned in

Items are turned in when they:

- a. Are excess to authorized allowances; or
- b. Are not needed and the authorization is not mandatory;
- c. Become unserviceable or uneconomically repairable; or

d. Are “Found on Installation.”

3-2. Where property is turned in

Always turn in property to the SSA that normally issues the item. The SSA evaluates the property's condition, ARC, and RC and may approve direct turn-in to the Defense Reutilization and Marketing Office (DRMO). Don't turn in property directly to the DRMO without SSA approval. When a unit is directed to turn in a RICC 2 item to the DRMO, a copy of the Turn-In document will be sent to the CBS-X Central Collection Activity (CCA).

a. ARNG units will turn in all property to the USPFO or as directed by the USPFO.

b. Classified COMSEC items will be turned in by COMSEC custodians through organizational and installation COMSEC accounts to COMSEC SSAs. Disposal of classified COMSEC through non-COMSEC channels is specifically prohibited.

(1) Unclassified CCI will be turned in to the supporting SSA. The supporting SSA will initiate proper disposal action. Disposal of CCI by users through DRMO is prohibited.

(2) Refer to paragraph 3-5 below for special instructions regarding the disposal of COMSEC materiel.

3-3. Forms used for turn-ins

Table 3-1 gives the forms used for turn-ins and the type of property turned in with that form.

Table 3-1
Forms Used for turn-in

Form Used: DA Form 581

Used for Turn-in: Unserviceable and serviceable ammunition. Used

Table 3-1**Forms Used for turn-in—Continued**

ammunition packing materiel. Ammunition components. Empty cartridge cases.

Form Used: DA Form 2765-1 (Request for Issue or Turn-in)

Used for Turn-in: Items to SSA, that have no value except for their basic content (scrap) that: Are disposable at the organization level. Do not require turn-in credit.

Form Used: None

Used for Turn-in: Found on installation property. Excess serviceable SSSC items.

Form Used: DA Form 2765-1 (Request for Issue or Turn-in)

Used for Turn-in: All other property not listed above.

Section II**Special Turn-In Instructions****3-5. Turn-in of property book and nonexpendable items**

Property book items must be excess or found to be unserviceable, not repairable by support maintenance before they can be turned in. The Commander for whom the property is maintained and the next higher headquarters, may authorize turn-in or transfer of property no longer required or authorized by the VTAADS, excess or obsolete up to 365 days prior to the effective date of the new authorization document. Turn-in action should be initiated no later than 10 days after the time the item is determined to be excess or unserviceable. Items being turned in should be complete with all components and Basic Issue Items (BII). If not complete a shortage list signed by either the Unit Commander or PBO, must be attached to the turn-in document. All items must receive a technical inspection prior to being turned in to the supporting SSA. The number four (4) copy of the DA Form 2407 (Maintenance Request), or ULLS automated requests will be attached to the DA Form 2765-1 turn-in document in all cases. The maintenance request will be used to determine which of the classifications in paragraph b below will apply. Turn-in property book items as follows:

a. Prepare DA Form 2765-1 as shown in figure 3-3. Do not use a return advice code. When turning in noncataloged, nonstandard, commercial items, enter the complete line item description and end item application as a minimum. Enter any other identifying data that may be available.

b. Enter the reason for the turn-in block P as follows:

(1) It works, enter the words "TURN IN:EXCESS:SERVICEABLE."

(2) It does not work, enter the words "TURN IN:EXCESS:SERVICEABLE."

(3) If the item is not excess, enter the words "TURN IN:REPLACEMENT:UNSERVICEABLE."

(4) If the item is unserviceable, also enter an explanation. Use:

(a) FWT for fair wear and tear.

(b) AR 735:5 for other than FWT. See AR 735-5, paragraph 12-1d(3)(d).

c. Make sure the following documents accompany the turn-in:

(1) A component shortage list. Use DA Form 2062; the commander or PBO must sign it. Send two copies. Keep one in suspense. Destroy this copy when final turn-in credit is received. U.S. Army Training and Doctrine Command (TRADOC) training activities that are issued end items without components will include copies of the issue documents when turning in the end items. Documents supporting turn in of these items will be marked: USED AS TRAINING AIDS. FREQUENT DISASSEMBLY AND ASSEMBLY FOR INSTRUCTIONAL PURPOSES. A component shortage list is not required when:

(a) There are no shortages.

(b) The turn-in is for an item replaced from operational readiness float (ORF).

(2) Maintenance request. The number 4 (blue) copy of the DA Form 2407 classifying the item. This form is:

(a) Required for all turn-ins regardless of classification by the maintenance activity except (b) below.

(b) Not required for turn-ins of items replaced from ORF.

(3) Vehicle classification. Two copies of DA Form 461-5 (Vehicle Classification Inspection) classifying the items. This form is:

(a) Required if the items are in Federal Supply Group (FSG) 23 (Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles) and a replacement is required.

(b) Required if the items are in FSG 24 (Tractors) and a replacement is required.

(c) Not required for turn-ins of items replaced from ORF.

d. Prepare the items to be turned in as follows:

(1) Clean the item within your ability.

(2) Update all accompanying maintenance records.

(3) Package and preserve the items only to the extent needed to protect them during movement to the SSA.

e. Deliver the items to the turn-in point.

f. The SSA turn-in clerk will accept the items by entering the quantity received in block S of the DA Form 2765-1. The clerk enters the Julian date received, and signs in block V. The original (first) copy will then be given to the unit representative. The ammunition SSA will accept the turn-in of items on DA 581 after the turn-in has been affected. The checker will annotate in block 20, the quantity turned in, sign block 31a and date. The unit representative will be given a copy.

g. After the items have been accepted:

(1) Post the turn-in to the property book page for the item. Post the quantity turned in as a decrease to the balance on hand.

(2) Post the document register to show the turn-in as being completed. For RICC 2 items send a copy of the document to the CBS-X Central Collection Activity (CCA). Also applies when turn in to DRMO is directed. This applies only to units served by an SSA using manual accounting procedures. If the servicing SSA is automated, the turn in transaction will be captured from the intermediate level supply system.

(3) File the posted document in the supporting document file.

h. Upon turn-in, some property book items require submission of DA Form 2408-9 (Equipment Control Record). See DA Pam 738-750, chapter 5.

3-6. Reporting and turn-in of classified COMSEC materiel

a. Classified COMSEC will not be turned in until disposition instructions are received from the COMSEC SSA. This does not apply to Intensively Managed/Automatic Return (Secondary) items (ARI).

(1) OCONUS units report excess classified materiel to the supporting CLSF. Excess materiel will be held in place pending receipt of disposition instructions. Classified COMSEC materiel (except key and publications) determined to be excess to Theatre needs will be shipped to LBAD after the supporting CLSF has notified the owning COMSEC account that no Theatre requirement exists. Units will be provided official disposition instructions and the complete shipping address.

(2) CONUS units not supported by a COMSEC SSA will ship all excess items (except key and publications) to: Commander, Tobyhanna Army Depot, ATTN: CA 5B1099, Bldg 73, Tobyhanna, PA 18466-5110. Prior reporting to B56 is not required.

(3) The unit activity will prepare SF 153 (COMSEC Material Report) to turn-in classified COMSEC items. The shipment of classified COMSEC materiel will be documented by the COMSEC custodian, on a SF 153 in accordance with the instructions contained in TB 380-41. The SF 153 must accompany the material upon turn-in through COMSEC logistics channels and a copy must be filed in the account document file.

(4) Turn-in of unserviceable classified COMSEC materiel. Unserviceable classified COMSEC materiel will be evacuated to the next higher authorized maintenance level unless an evaluation by qualified maintenance personnel determines that the item is beyond the

repair capability of the maintenance facility. Unserviceable classified COMSEC materiel in CONUS/OCONUS will be shipped to: Commander, Tobyhanna Army Depot, ATTN: CA 5B1099, Bldg 73, Tobyhanna, PA 18466-5110.

b. Demilitarization and disposal of excess classified COMSEC materiel (except key and publications) will be performed by TYAD only.

c. All COMSEC key and publications will be turned in through COMSEC retail support channels in accordance with TB 380-41.

3-7. Turn-in of expendable and durable supplies

Serviceable expendable and durable supplies must be turned in to the SSA when they are excess. See paragraph 3-16 for turn in of SSSC items. Unserviceable expendable and durable supplies with RCs A, D, F, H, O, Z, and L must also be turned in to the SSA. All unserviceable durable items or expendable items, replaced at the organizational level, having RCs of O or Z that are actually consumed in use, are to be turned in by the customer unit to the SSA as scrap. Also, any other item/by-product determined to require collection/special handling due to local/State/Federal environmental regulations. Turn-in procedures are as follows:

a. Prepare DA Form 2765-1 as shown in figure 3-1. Do not use a return advice code.

b. Enter the reason for the turn-in block P as follows:

(1) If the item is excess, enter the words "TURN-IN-EXCESS." If it works, also enter the word "SERVICEABLE." If it does not work, enter the word "UNSERVICEABLE." If unserviceable, enter an explanation as explained in (2) below.

(2) If a replacement is required, enter the words "TURN-IN-REPLACEMENT-UNSERVICEABLE." Also enter an explanation.

(a) Use FWT for fair wear and tear.

(b) Use AR 735-5 for other than FWT.

c. Attach the number 4 (blue) copy of the DA Form 2407 to the turn-in if the item was inspected and found to be unserviceable.

d. Deliver the items to the turn-in point. SSA retains the original copy of DA Form 2765-1 and the unit receives copy 4 of DA Form 2765-1.

e. After the items have been accepted, post the document register to show the turn-in as completed. The copy received from the SSA may be destroyed.

f. Unserviceable and economically salvageable material will be turned in to the SSA.

3-8. Disposal of batteries

Batteries containing lithium, mercury, zinc, silver chloride, and certain batteries containing lead acid and nickel have been designated as hazardous materiel by OSHA and EPA. These batteries are potentially dangerous to personnel, equipment, and the environment; i.e., lithium batteries can explode and vent poisonous gases if exposed to extreme heat (130F). Although these batteries are categorized as expendable, they have a recoverability code of "A" and should be turned in to the appropriate SSA when no longer useable even though they may not necessarily be repairable. Magnesium batteries have been determined to be non-hazardous solid waste for disposal purposes. They are not to be accumulated and disposal must be controlled. These batteries are not to be thrown away. Specific disposition guidance can be found in SB 11-6, and 11-30. Check the AMDF for recoverability code.

3-9. Turn-in of "found on installation property"

All "found on installation property" is required to be turned in to a stock record accountable officer. When known, "found on installation property" is turned in to the SSA that would supply the item. If not known, it can be turned in to any SSA. At ARNG units "found on installation property" will be reported to the USPFO by using turn-in documentation. A document number will be assigned to the turn-in by the finding organization. The USPFO will direct movement of the property. Additionally, unclassified CCI that is discovered and is not on accountable record requires an incident report be submitted per DA PAM 25-380-2.

a. Deliver the items to the SSA as is. Do not use any resources to upgrade the property.

b. No paperwork is required for the turn-in.

c. If a requirement and an authorization exist for a found property book item, take these actions:

(1) Prepare a request for the found item. Use DA Form 2765-1. Instructions for preparation of the turn-in are in chapter 2, figure 2-1.

(2) Enter the words "FOUND ON INSTALLATION" in block P. If the item is RICC 2, enter the RICC in the "Item Description" block and the unit UIC in the "Request is from" block.

(3) Take the request to the SSA. Do not take the property. The SSA will issue the items to the finding unit. The issue will be free (no billing).

(4) Post the document as an increase to the property book balance. For RICC 2 items, send a copy of the document to the CBS-X central collection activity.

(5) Complete the document register.

(6) File the document in the supporting document file.

d. Discovery of classified COMSEC materiel, to include unclassified CCI, which is not on accountable records, will immediately (same day) be reported as a physical insecurity as specified in TB 380-41 or DA PAM 25-380-2, as applicable.

3-10. Turn-in of temporary loan materiel

Temporary loan items are owned by the SSA that issued the item. It remains on the SSAs accountable records. Temporary loan, therefore, must always be turned in to the SSA that issued the item. Use the following procedures:

a. Prepare DA Form 2765-1 as shown in figure 3-1.

b. Use the same document number on which the items were received from the SSA. Do not enter the turn-in on the document register.

c. Enter return advice code 1Q in block 22 of DA Form 2765-1 or cc 65-66 of.

d. Prior to turn-in, temporary loan property must be repaired to restore it to the same condition as when it was issued. Any repairs needed but not done will be charged to the unit.

e. Deliver the property to the SSA.

f. After the turn-in clerk accepts the turn-in, file the document in the General Inventory Management Correspondence File.

g. These procedures do not apply to the ARNG.

3-11. Turn-in of returnable containers

a. There are two types of returnable containers.

(1) Vendor-owned containers. These containers are assigned local management control numbers by the SSA before issue to the unit.

(2) Government-owned containers. These are containers with NSNs such as drums or cylinders.

b. Use DA Form 2765-1 or to turn in vendor-owned containers. Prepare the form according to figure 3-2.

(1) Assign a new document number.

(2) Enter return advice code 1Z in block 22 of DA Form 2765-1 or cc 65-66 of.

c. Use DA Form 2765-1 or to turn in Government-owned containers. Prepare the form as shown in figure 3-1.

(1) Do not assign a new document number. Use the same document number on which the container was received from the SSA. Do not enter the turn-in on the document register.

(2) Enter return advice code 1S in block 22 of DA Form 2765-1. Deliver the container to the SSA.

d. After acceptance by the SSA, complete the document register for vendor-owned containers.

e. File the document in the General Inventory Management Correspondence File.

3-12. Return of discrepant shipments

a. There are two types of discrepant shipments. There are items that were not requested and items having hidden defects.

b. Turn-in items not requested by using DA Form 2765-1. Prepare the form according to figure 3-1.

(1) Do not assign a new document number. Use the same one on which the item was received from the SSA. Do not enter the turn-in on the document register.

(2) Enter return advice code 1T in block 22 of DA Form 2765-1.

c. Turn-in items having hidden defects by using DA Form 2765-1. Prepare the form according to figure 3-2.

(1) Do not assign a new document number. Use the same one on which the item was received from the SSA. Do not enter the turn-in on the document register.

(2) Enter return advice code 1U in block 22 of DA Form 2765-1.

d. Where appropriate or required, prepare and process a ROD/ROID per AR 725-50.

e. Deliver the items to the turn-in point.

f. Once the clerk accepts the turn-in, take these actions:

(1) For property book items, check the property book to see if the original document was posted as an increase to the balance. If it was, post the turn-in as a decrease. If it was not, or after posting, file the document in the supporting document file along with the original document.

(2) For other than property book items, destroy the turn-in document.

3-13. Return of property issued to support DA approved emergency requirements

Property issued to support DA approved emergency requirements will be turned in when the emergency is over. This includes property rented or leased.

a. Use DA Form 2765-1 prepared according to figure 3-2.

b. Do not assign a new document number. Use the same one on which the item was received from the SSA. Do not enter the turn-in on the document register.

c. Enter return advice code 1P in block 22 of DA Form 2765-1.

d. Deliver the property to the SSA.

e. On completion of the turn-in, file the document in the General Inventory Management Correspondence File.

3-14. Turn-in of parachutes and components

Parachutes and parachute components (FSC 1670) are turned in using DA Form 2765-1.

a. Prepare a separate DA Form 2765-1 for each different year of manufacture. Prepare the form according to figure 3-2.

(1) Enter the date of manufacture in block P of DA Form 2765-1.

(2) Enter return advice code 1Z in block 22 of DA Form 2765-1.

b. Deliver the items to the turn-in point.

c. For property book items, after receipt by the SSA, post the turn-in as a decrease to the property book balance.

d. Complete the document register.

e. File the document for property book items in the supporting document files. Destroy other turn-in documents.

3-15. Turn-in Information Management Processing Equipment (IMPE) items

When the Software Management Support Department (SMSD), formerly DARIC, instructs disposition of IMPE to the Defense Reutilization and Marketing Office (DRMO), the PBO will complete a DD Form 1348-1 and turn-in the items directly to the servicing DRMO. A copy of the disposition instructions from SMSD will accompany turn-in documents.

3-16. Return of items to the SSSC

a. SSSC items that are no longer required are turned in. They may be returned to the SSSC when:

(1) They are in the same condition as purchased.

(2) They are in the same unit pack as purchased.

b. No paperwork is required when returning SSSC items. Simply return the items. Credit will be given the unit.

c. If the items do not meet the above criteria, turn them in according to paragraph 3-7.

3-17. Quality Deficiency Reports (QDR) Exhibit Return Program

Units will use project code QDR when preparing turn in documentation for deficient aviation class IX supplies reported on SF 368 (Product Quality Deficiency Report), also referred to as Equipment Improvement Recommendations (EIR).

Section III

Lateral Transfer of Property

3-18. Transfer approval

Transfers of nonexpendable property from one organization to another are called lateral transfers. These transfers are made when there is excess property in one organization and shortages in another, or when equipment is withdrawn from the ARNG or USAR and transferred to the active components. Lateral transfers will be made when approved by, or at the direction of:

a. *For organization property.* The lowest level commander over both units involved if in the same component (Active, ARNG or USAR).

b. *For installation property on the same installation.* The installation commander, if property is within the same component, and will not be transferred to another component.

c. *For installation property between installations.* The lowest level commander over both installations involved. When the transfer involves two MACOMs, it will be coordinated between the MACOMs. When the transfer involves equipment owned by the ARNG or USAR and the equipment is to be transferred to the Active Component, HQ, ODCSOPS (DAMO-ODR) will approve the transfer. Assuming favorable coordination, the losing MACOM directs the transfer. In circumstances where the MACOM is the directing/approving authority for lateral transfers between different commands, the MACOM may delegate the authority to the Installation Supply Division or Director of Logistics (DOL) or equivalent. Within AMC organizations, the DOL or equivalent may further delegate to the installation equipment manager.

d. *For property in the ARNG.* The USPFO may delegate this authority to the SPBS PBO for transfers within SPBS units.

e. *For transfer of accountable classified COMSEC equipment.* Transfer of accountable classified COMSEC equipment and components is prohibited, unless approved by the supporting COMSEC SSA. Upon approval transfer documents specified in TB 380-41 will be processed by COMSEC custodians through the COMSEC SSA. Unclassified CCI and other COMSEC equipment are contained in paragraph 3-19 below.

f. *For withdrawals or diversions of ARNG and USAR equipment to the Active Component.* The Secretary of Defense or designee. All requests for withdrawals or diversions will be initiated at MACOM level and forwarded to HQDA, ATTN: DAMO-ODR, Washington DC 20310-0400, for processing.

3-19. Transfer procedures

Make the transfer of property as follows:

a. Determine the item to be transferred. Make sure the item meets 10/20 maintenance standards.

b. Use DA Form 3161 to transfer property book items. The losing unit prepares the form. Prepare the form in enough copies to meet the needs of the losing and gaining units. Figure 3-3 gives instructions for preparing DA Form 3161 as a lateral transfer.

c. Document any component shortages using hand receipt annex procedures. Attach the original copy of the hand receipt annex to the gaining unit's copy of DA Form 3161. Sign and date the document in block 13.

d. Send DA Form 3161 and proper hand receipt annexes to the approving authority.

(1) For withdrawals of ARNG and USAR equipment to the Active Component, a copy of the correspondence approving the withdrawal will be attached to the original and copies of DA 3161 by both the gaining and losing PBOs.

(2) For transfer within the USAR, a copy of the memorandum from the MUSARC/MSD directing the transfer will be attached to

the DA Form 3161 by both gaining and losing PBOs. This memorandum serves as the justification for the transfer in the USAR.

e. When the approved document is returned, the losing unit will:

(1) Assign a document number to the DA Form 3161.

(2) Submit requests for cancellation for all open requests for components pertaining to the equipment.

(3) Notify the gaining unit's PBO that the property is ready for transfer.

(4) Ensure action is initiated to transfer OMA-funds to the gaining organization when OMA funded components (ABA code 3 or 5) are missing from property transferred within the same MACOM.

f. Deliver the equipment to the gaining unit or have the gaining unit pick it up.

g. The PBO of the gaining unit will:

(1) Conduct a receipt of property inventory per paragraph 9-2, ensuring that property meets the conditions in the transfer directive. Sign for the property by completing column 12g and block 15 (date and signature).

(2) Assign a document number to Block 4 of the DA Form 3161.

(3) Give the losing unit's PBO a copy of the signed and documented DA Form 3161.

(4) Post the lateral transfer document to the property book.

(5) File the original of the DA Form 3161 in the supporting document file.

(6) For Reportable Item Control Code (RICC) 2 items send a copy of the DA Form 3161 to the Continuing Balance System—Expanded (CBS-X) central collection activity.

(7) Submit requests for component shortages.

(8) ARNG. Send a copy of completed DA Form 3161 to the USPFO.

h. The losing unit PBO will:

(1) Post the lateral transfer document to the property book.

(2) File the copy of the DA Form 3161 in the document file.

i. When transferred, some property book items require submission of DA Form 2408-9. See DA Pam 738-750, chapter 5.

j. Upon transfer of unclassified CCI, PBOs will comply with the reporting requirements of paragraph 4-28 of this pamphlet.

3-20. Transfer of OCIE when a unit moves

When notified that a unit is moving, OCIE management activities will:

a. Select OCIE records from the file. Compute total quantities for each NSN. Enter quantities by NSN on the transfer document.

b. For manual property book, subtract appropriate quantities from balance in the hands of soldiers.

c. For automated systems, process each OCIE record and subtract balances from computer data files.

d. Attach original and at least one copy of each OCIE record to the transfer document which will accompany the unit.

e. Attach one copy of each OCIE record to the PBO's copy of the transfer document.

f. Retain one additional copy in OCIE record file for 1 year.

Section IV

Major End Item Substitutions

3-21. Substitution procedures

Units of the Active Army, ARNG and USAR will be equipped in AOP/IPD/DAMPL sequence with major end items prescribed by the

LIN authorized in applicable authorization documents unless otherwise directed by DA. It is recognized that in many instances, the authorized items will not be available to satisfy the units mission needs and a substitute item will have to be used to maintain unit readiness pending availability of the authorized item. However, the use of substitute items is considered a near term expedient to improve unit readiness and will not relieve the unit from compliance with AR 310-49 which requires that the unit have authorized equipment on hand or on order.

a. A list of substitute LINs has been developed by the AMC MSCs and is published in SB 700-20, appendix H as the approved DA Class VII Substitution List. A substitute LIN being used in lieu of the authorized LIN must appear in the DA approved list in order to qualify for readiness reporting purposes per AR 220-1.

b. The substitute LIN will be reported as an asset on hand, and will be included in equipment totals for unit status reporting purposes.

c. When there is an authorized substitute on hand, the preferred item will be requested.

d. When the substitute LIN is replaced with the authorized LIN, the substitute LIN will be redistributed per MACOM guidance, per AR 710-2 or reported to the AMC MSC for disposition instructions.

e. War reserve assets will not be utilized as a substitute unless approval is obtained from HQDA, DALO-SMW.

f. Major items used as substitutes will be reflected in CBS-X, TAEDP and Requisition/Validation (REQ-VAL) reports.

g. The AMC commodity manager will coordinate to determine that the substitute item is acceptable to the requesting unit.

h. The accepting unit will determine acceptability based on the following criteria:

(1) Being compatible with the Associated Support Items of Equipment (ASIOE) in the unit.

(2) Performing a similar function and purpose as authorized by the LIN. For Communications/Electronics equipment, the item must be interoperable with the existing network, i.e., can do the job/function in an acceptable (not optimal) way.

(3) Having fuel characteristics compatible with the units POL requirements. It does not have to match the authorized LINs POL requirements.

(4) Ammunition availability for the substitute weapons. If the type of ammunition required for the substitute item is unavailable to the unit on a regular basis, the item should be rejected.

(5) Possessing similar mobility characteristics. All movement situations should be considered.

(6) Having similar air transportability characteristics.

(7) Maintenance supportability by personnel authorized in the unit MTOE/TDA.

(8) Supply supportability (repair parts, tools, TMDE). The criteria is not if the repair parts, etc., are on hand, but can they be obtained on a timely basis.

i. The commander of a unit retains the authority to reject any substitute item of equipment offered by the AMC MSC based on the criteria outlined in paragraph h above. If a substitute item is shipped without prior coordination/approval of the commander, it may be rejected.

DA FORM 2765-1, APR 76										REQUEST FOR ISSUE OR TURN-IN (DA Pam 710-2-1)									
SEND TO: 124 S&S Bn APO 09135										REQUEST IS FROM: B 1/16th FA APO 09135									
EDITING DATA DOC IDENT 1 2 3 4 5 6 44 ROUTING IDENTIFIER 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100										STOCK NUMBER FSC 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100									
A5J										LB 0.0002									
W K 4 A B C 2118 0.00 1										SCRAP (STEEL)									
ADVISE 23										DATE POSTED INIT									
DATE POSTED										DATE AVAILABLE INIT									
DATE POSTED										DATE RECEIVED SIGNATURE									
S										S									

Figure 3-1. Sample of a DA Form 2765-1 as a turn-in

Legend for Figure 3-1;

Completion instructions by column numbers for DA Form 2765-1

item number

(1-3) Enter "A5J."

(23-24) Enter "LB."

(25-29) Enter the estimated weight.

(30-43) Enter the unit document number.

(45-50) Enter the DODAAC of DRMO.

(71) Enter "S."

Blocks

(A) Enter the unit name and address.

(B) Enter the DRMO name and address.

(O) Enter the word "scrap" and identify the basic materiel content; e.g., steel, tires, wire, to the best of your ability.

Note. Items must be segregated by basic materiel content. Each type materiel requires a separate turn-in document.

TO: I 3D										REQUEST IS FROM: 1/651 ARTY BN									
FROM: FT. KNOX, KY										TO: FT. KNOX, KY									
STOCK NUMBER: WK4ABC21180004										ITEM NUMBER: 2320001779258									
QUANTITY: 1										EAP: 0001									
DODAAC: 2320001779258										UNIT PRICE: 0001									
TOTAL PRICE: 0001										ITEM DESCRIPTION: TRUCK UTILITY									
TURN IN - REPLACEMENT										UNSERVICEABLE - FWT									

The information listed on this form is to be used as a general guide only.

Figure 3-2. Sample of a DA Form 2765-1 as turn-in for "excess" or "replacement"

Legend for Figure 3-2;

Completion instructions by numbers or letters

- (A) Enter the name and address of the SSA.
- (B) Enter the name and address of the unit turning in the item.
- (4-6) Enter the stock number of the item being turned in.
- (7) Enter the unit of issue of the item being turned in.
- (8) Enter the quantity being turned in. Use all five positions. Enter zeros (0) to the left of the quantity.
- (9-10) Enter the DODAAC of the unit turning in the item.
- (11) Enter the Julian date.
- (12) Enter the document serial number.

- (O) Enter one or two words that describe the item being turned in. Include item serial numbers. If there is not enough room, continue on the reverse. For noncataloged, nonstandard commercial items, enter complete item description and end item application, as a minimum, of the item being turned in. Include any other identifying data that may be available. If there is not enough room, continue on the reverse.
- (P) 1. Enter "TURN-IN."
- 2. Enter reason for turn-in; "EXCESS" or "REPLACEMENT."
- 3. Enter the condition of the item; "SERVICEABLE," or "UNSERVICEABLE."
- 4. If "UNSERVICEABLE," enter reason; "FWT" or AR 735-5.
- (22) Enter the return advice code.

